



City of Cincinnati Board of Health Finance Committee

Wednesday, December 5, 2018

Room 324

Ms. Schroder, Chair of the Board Finance Committee, called the December 5, 2018 Finance Committee meeting to order at 3:34.

Roll Call

Board of Health members present: Kate Schroder, Amar Bhati

City of Cincinnati Primary Care (CCPC) Board members present: Robert Brown,
Luwanna Pettus-Oglesby

Senior Staff member present: Jim Wimberg

Ex-Officio Members present: Melba Moore, Health Commissioner, Joyce Tate,
Assistant Health Commissioner

Topic	Discussion	Action/Motion	Responsible Party
Welcome	Ms. Schroder opened the meeting and explained that since Mr. Robinson has stepped down from the Finance Committee that she has agreed to step up and now serve as Finance Committee Chair. She also announced that Dr. Amar Bhati from the Board of Health has agreed to join the Finance Committee as a member filling the vacant position left by Mr. Robinson.		Kate Schroder
Approval of Minutes	<p>The Committee Chair asked the Committee members if everyone had the opportunity to review the minutes. The Committee members responded affirmatively.</p> <p><u>Motion:</u> That the Board of Health Finance Committee approve the minutes of the October 24, 2018 Board of Health Finance Committee Meeting.</p>	<p><u>Motion:</u> Schroder <u>Second:</u> Bhati <u>Action:</u> Passed</p>	Kate Schroder

<p>Review of Contracts for 12/11/18 BOH Meeting</p>	<p>The Chair began the review of the contract that will go to the BOH as an informational item:</p> <p>Hamilton County Mental Health and Recovery Services Board- Payable contract of \$ 6,600.00 to provide 10 additional parking spaces at the ADAS lot located at 3009 Burnet Avenue for a term of 1/1/19 – 12/31/19.</p> <p><u>Motion:</u> That the Board of Health Finance Committee recommend this contract to the Board of Health.</p>	<p><u>Motion: Schroder</u> <u>Second: Wimberg</u> <u>Action: Passed</u></p>	<p>Kate Schroder/ Jim Wimberg</p>
<p>Discussion about the Walnut Street Health Center</p>	<p>The Commissioner updated the Committee on the viability of a continued month to month lease with Talbert Services for the Walnut Street site. She reviewed the “safe places” model and explained how each step would work. The Commissioner explained that she really has not had enough time to assess what CHD should be at the Walnut Street site yet. The Chair asked about the type of funding available for the safe places model and the Commissioner responded that no money has been identified yet but when the data is available there will be an opportunity to look at the funding as well. The Commissioner also shared that another idea is to promote the Walnut Street location as an urgent care facility. The Commissioner also shared that Talbert Services has agreed to go ahead with a month to month lease but has required a 120 day cancellation notice as a part of the month to month lease. The Commissioner said that the Committee needs data to see what the best option is for the site. The Committee looked at the numbers for Walnut Street so far this fiscal year. There are 158 visits so far but 450 visits were projected. The Committee also asked if there is capacity at the Elm Street location for these patients. The Committee also pointed out a lack of parking and the fact that there are no houses in the vicinity of the Walnut Street site. The Committee discussed that Kroger’s is moving in across the street and may put a “Little</p>		<p>Commissioner Moore/All</p>

	<p>Clinic” in at that location. Ms. Richardson updated the Committee that when there was a full time provider at Walnut Street the number of visits was much higher but right now there is only a part time OB provider and a medical provider only on Tuesday and Wednesday. The site is completely closed on Thursday and Friday. The Chair summarized that the status quo is not working. There has to be more analysis of the numbers and a business plan. The Commissioner recommended a month to month lease which includes the 120 day cancellation notice with a review by this Committee in February. The Committee agreed to recommend this plan to the Board of Health. Ms. Tate shared that the CCPC Board will go with the recommendation of the BOH.</p> <p>The Committee recommended going ahead with the lease for Walnut Street on a month to month basis with the 120 day cancellation notice and an agreement that the Finance Committee will review the data on Walnut street in the February 2019 meeting.</p>	<p><u>Motion: Schroder</u> <u>Second: Wimberg</u> <u>Action: Passed</u></p>	
Dashboard Review	<p>Mr. Wimberg began the discussion with the summary page of the dashboard. The Chair asked for a comparison to last month and how CHD is doing. Mr. Wimberg responded that while some items are off, overall CHD is doing fine. The Committee asked about the low number of visits and Ms. Tate explained that the provider visits are low due to providers being out on FMLA. Ms. Richardson further explained that they discussed this issue with the providers at the provider meeting this month. They also discussed the no show rate and analyzed ways to reduce it. Dr. Crumpton discussed the idea of having back-up providers and shared that Dr. Gonzales has made a recommendation of back filling the schedule with providers to fill the vacancies. The Committee discussed the idea and agreed that there needs to be a laser focus on increasing the number of visits going forward. The Chair noted that</p>		Jim Wimberg/All

	the visit numbers are over forecasted for this year and would like the Committee to focus on looking at the visit numbers month to month to note if they are increasing or decreasing. The Chair asked that the productivity reports be presented at the next Finance Committee Meeting and that revenue information be added to the dashboard for review next month.		
Discussion regarding Financial Audit	<p>The Commissioner shared handouts with proposed language to be added to the RFQ for performance audits. The Commissioner also shared that she looked at the money spent by the Parks Department on their audit and said their audit cost between \$15,000.00 -\$20,000.00. Mr. Wimberg shared information on the various CHD audits that currently take place annually. The Chair asked what we get in the audits now and Mr. Wimberg explained that each health center is audited as well as the internal controls for the complete health department. The audit also includes home office costs. Mr. Wimberg also shared that all of the grants are fine and clarified that he takes care of those. He said ODH audits the grants. The Chair inquired about the type of reports that CHD receives after an audit and Mr. Wimberg clarified that we have not received a full report since 2015 when we had a full HRSA site visit/audit. Dr. Mooney shared that the RHWP was audited last year after being chosen by ODH and the program did very well. Mr. Wimberg said that the program audit reports are often sent directly to the program leadership in that program. The Chair requested copies of the audit reports from Clark Schaefer and Hackett and the reports of the audits from the programs with the recommendations. Mr. Wimberg also said that the State Auditors also audit CHD as a part of their audit. This includes larger grant programs like the HUD grant, Lead Abatement Grant and the WIC Grant. The Chair requested a list of all the audits that have been done and an electronic version of all of the audit reports.</p>		Commissioner Moore/Jim Wimberg
CCPC Update	Ms. Tate shared an update on the open		Joyce Tate

	encounter report and shared that currently there are 2,400 open encounters. The Commissioner gave Ms. Tate a deadline of 12/18/18 to close all of the encounters. Ms. Tate believes her team will be able to meet the deadline.		
Adjournment	The Chair asked the Committee if changing the start time to 3:30 with a hard stop at 5:00 worked for everyone and the Committee responded that those times work for them. The Committee also agreed to consider another day of the week for the meetings as the BOH Chair, Dr. Lichtenstein would like to attend but Wednesdays do not work for him. The Chair will speak with Dr. Lichtenstein and let everyone know if the day changes.		Kate Schroder

Meeting Adjourned 5:13 p.m.

Next Meeting January 15, 2019 at 3:30 p.m.

Minutes prepared by Vicky Minnich